Wisconsin ServicePoint

DATA ASSESSMENT AND ACCESS

Policy:
All data will be handled according to the classifications specified.

Standard:
HMIS staff will assess all data and implement appropriate controls to ensure that data classified as 1) confidential client-specific data, 2) internal data, or 3) aggregated public data and are handled according to the following procedures.

Purposes:
To delineate the categories of data that HMIS staff will administer. To indicate the type of controls required for enforcing and maintaining security standards.

Resources:

HMIS WEB SITE (WISP)
https://wisconsin.servicept.com

HMIS INFOrmed
www.hmis.info/default.asp

Wisconsin HMIS
http://wisp.wi.gov

WISP HELP
sphelp@commerce.state.wi.us

Aggregated Public Data – Information published according to the "Reporting Parameters and Guidelines"

Unpublished Restricted Access Data – any of the following examples of data or Draft or Fragmented Data – Information scheduled, but not yet approved, for publication. Examples include draft reports, fragments of data sets, data without context or data that have not been analyzed.

Confidential Data – Information that identifies clients contained within the database. Examples include social security number, name, address or any other information that can be leveraged to identify a client.

Procedures for transmission and storage of data:

- ❖ Aggregated Public Data: Security controls are not required.
- ❖ Unpublished Restricted Access Data:
  - ✓ Draft or Fragmented Data – Accessible only to authorized HMIS staff and agency personnel. Requires auditing of access and must be stored in a secure out-of-sight location. Data can be transmitted via internal or first class mail. If mailed it must be labeled confidential.
  - ✓ Confidential Data: Requires encryption at all times. Must be magnetically overwritten and destroyed. Hard copies of data must be stored in an out-of-sight secure location.

All data must be classified as aggregated public or unpublished restricted access. All data must be handled according to their classification. Failure to handle data properly is a violation of this policy.